

<b>Grange Lane Allotments – Committee Role Description</b>	
<b>Role</b>	<b>Lettings</b>
<b>Role Purpose</b>	To be responsible for letting vacant plots
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• To assess plots as they become vacant and arrange clearing and strimming as necessary (in conjunction with Site Manager)</li> <li>• Obtain keys from previous plot holder, liaise with Membership Officer and Treasurer for reimbursement of key deposit</li> <li>• Update lettings form each year after rent is fixed in October</li> <li>• To make contact with next on waiting list to establish experience and provide documentation, eg codes and rules for Grange Lane and CDAS</li> <li>• Arrange to meet on site for viewing and discussion</li> <li>• Complete lettings form plus signed documents if agreement reached</li> <li>• Liaise with Membership Co-ordinator to set up payment with Love Admin</li> <li>• Once complete, issue key(s)</li> <li>• Liaise with Line Manager Coordinator and Communications Manager with information about new plot holder for communication purposes</li> <li>• Update waiting list on website</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Promote the interests of Grange Lane Allotments</li> <li>• Be an active member of the Committee, including attendance at monthly and ad-hoc meetings, and sub-groups as required</li> <li>• Pick up on ad-hoc projects and activities throughout the year as necessary and as agreed</li> </ul>
<b>Time requirement</b>	Cyclical – very busy twice a year following inspections and annual membership renewal. Input needed over the course of the year whenever plots become available for re-letting. Attendance at monthly meetings and annual away day.
<b>Skills needed</b>	<ul style="list-style-type: none"> <li>• Good verbal and IT communication</li> <li>• Good organisational skills</li> </ul>